



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF LANA DEL NORTE



2 December 2025

DIVISION MEMORANDUM
No. 759 s. 2025

SUBMISSION OF OFFICE OPERATIONS MANUAL

To: SGOD
CID
OSDS
All Others Concerned

1. In preparation for the crafting of the Division Operations Manual crafting, this Office directs the submission of office operations manual in soft copies on or before December 9, 2025 to the following CID Personnel:
 - a. Antonieta B. Epe, DIC - CID Ops Manual
 - b. Joselito Epe, PSDS - SGOD Ops Manual
 - c. Rona Nacua, DIC - OSDS Ops Manual
2. Further, the identified CID personnel shall conduct an actual writeshop of the said manual on December 10 - 11, 2025.
3. Immediate dissemination of this Memorandum is enjoined.

EDWIN R. MARIBOJOC EdD, CESO V
Schools Division Superintendent

To be indicated in the perpetual index
NQMS PREPARATIONS



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